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**INDENT FORM FOR PURCHASE OF GOODS THROUGH COMPARISON**

1.	Head of Account (Institute Head/ Project Name)	
2.	Name & Designation of the Indenter	
3.	Division/ Unit/ Centre	
4.	Details of the Items required with quantities	
5.	Specification of the Equipment/ Work	<b>Detailed specifications with dated signature enclosed as Annexure “A”</b>
6.	EFC Approval no. With Cost/ Project Approval Copy	
7.	Purpose/ Justification for the Indented items	
8.	Mode of Purchase	<b>GeM (Above Rs. 25,000/-) Committee Purchase (Rs. 25,000/- to Rs. 2,50,000/-) Ltd. Tender/ Open Tender (Above Rs. 2,50,000/-)</b>
9.	GeM Id no., if product is available on GeM	
10.	Approx. Financial Involvement	
11.	Any other details	

**Recommended & forwarded**

**(Dated Signature of the Indenter)**

**(Dated Signature & name of the concerned in-charge)**

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**ANNEXURE 'A'**

**DETAILED SPECIFICATION OF THE EQUIPMENT/ WORK**

Sl. No.	Particulars of the items

Certified that:

- a. The specifications are generic in nature. It meets only the actual and essential needs. There are NO OVER SPECIFICATIONS.
- b. That the specifications are not drawn on L.C.M. (LEAST COMMON MULTIPLE), but are based on H.C.F. (HIGHEST COMMON FACTOR)

**(Dated Signature of the Indenter)**